

Sample Letter to Short-Listed Firm

[Date]

[Lead Designer]

[Design Firm]

[Address]

[City, State, Zip Code]

RE: Short-List of Design Firms/Lead Designers on the [Project]

Dear [Lead Designer]:

Congratulations, you have been selected to be on the short-list of Design Firms/Lead Designers and will continue to the next stage of the Design Excellence process: the selection of an A/E Team for the [project]. The short-list is enclosed and will be posted to the cbdnet.access.gpo.gov and the project web site [address].

We request that you have a knowledgeable representative(s) of your firm at the Networking Session for A/E's and consultants to be held at [location], [time] on [date]. Your representative(s) will be asked to make a brief presentation of your firm's potential consulting opportunities for this project. The purpose of this session is to assist you in meeting the A/E Team requirements for this project, including goals for small, women-owned, and small disadvantaged businesses. For an agenda and information on this session, please contact [name] at [telephone number], [fax number], or [email address].

If you have any questions about the information provided, please contact me at [telephone number], [fax number], or [email address]. All debriefings will not occur until after [date], when the A/E Team is selected. We will contact you separately concerning your Stage II Team submittal and interview.

Sincerely,

[Name]

GSA Project Manager [OR Contracting Officer]